



Roy F. Weston, Inc.
Suite 400
3 Hawthorn Parkway
Vernon Hills, Illinois 60061-1450
847-918-4000 • Fax 847-918-4055

US EPA RECORDS CENTER REGION 5



1 May 2000

Ms. Patricia Vogtman (5HSM-5J)
U.S. EPA, Region V
77 W. Jackson Boulevard
Chicago, IL 60604

U.S. EPA Contract No.: 68-W7-0026

Work Assignment No.: 003-RXBF-05AN, Albion Sheridan Township Landfill (RA/O)

Document Control No.: RFW003-1E-AFIN

Subject: Work Assignment Closeout Report (WACR)
Albion Sheridan Township Landfill Site

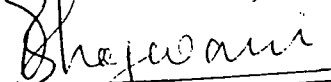
Dear Ms. Vogtman:

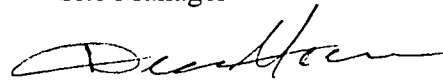
Roy F. Weston, Inc. (WESTON®) is pleased to submit the enclosed WACR for the Albion Sheridan Township Landfill (RA/O) Work Assignment. The preparation of this WACR and the delivery of the project files to the U.S. EPA were authorized by the U.S. EPA in Work Assignment Form, Revision No. 5. The cost to prepare the WACR as well as the costs incurred for the project files close-out will be invoiced with a voucher for the period ending 28 April 2000.

If you have any comments regarding the close-out of this project, please contact us at (847) 918-4005.

Very truly yours,

ROY F. WESTON, INC.


Deepak L. Bhojwani
Site Manager


Dean F. Geers
Program Manager

Enclosure

Cc: P. Hendrixson, U.S. EPA Contract Officer
J. Peterson, U.S. EPA WAM


CHLAN01\WP\I\WO\RAC\003\28545WAC.WP8

RFW003-1E-AFIN

This document was prepared by Roy F. Weston, Inc., expressly for U.S. EPA. It shall not be released or disclosed in whole or in part without the express, written permission of U.S. EPA.

Click to WESTON On The Web <http://www.rfweston.com>



EPA WORK ASSIGNMENT COMPLETION REPORT (WACR)			
CONTRACT NO. 68-W7-0026	WORK ASSIGNMENT NO. 003-RXBF-05AN	EPA REGION V	
CONTRACTOR/ SUBCONTRACTOR(S) Roy F. Weston, Inc. Three Hawthorn Parkway, Suite, 400 Vernon Hills, Illinois 60061	CONTRACTOR SITE MANAGER Deepak Bhojwani		PHONE NO. (847) 918-4005
	WORK ASSIGNMENT MANAGER Jon Peterson		
	WORK LOCATION (Site Name & State) Albion Sheridan Township Landfill, Michigan		
	PROJECT OFFICER: Patricia Vogtman		
	CONTRACTING OFFICER: Peggy Hendrixson		
BRIEFLY DESCRIBE THE SCOPE OF WORK: The Scope of Work consisted of providing oversight of the Remedial Action (RA) at the Albion Sheridan Superfund Site. The objectives of the oversight were to observe and document that the PRP has complied with all applicable laws, regulations, and requirements and has met all performance standards specified in the Settlement Agreement. In addition to providing oversight of the RA, WESTON provided technical review of documents prepared by the PRP, developed cost estimates for Operation and Maintenance (O&M) of the landfill cap and provided technical support to the Agency during negotiations with the PRP. WESTON submitted the Final Summary Report for oversight activities on 21 January 2000.			
DESCRIBE CONTRACTOR'S PERFORMANCE: <div style="float: right; text-align: right;"> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Outstanding <input checked="" type="checkbox"/> </div> <p>During periods when the Work Assignment was active, the ratings received were Exceeds Expectations or higher. WESTON achieved these results by proactive project planning, providing competent technical support and analysis, utilizing resources effectively, writing clear and thorough technical reports, responding to U.S. EPA's needs and requests, and managing schedules and costs effectively.</p>			
UNUSUAL PROBLEMS/OCCURENCES AFFECTING CONTRACTOR PERFORMANCE: No unusual problems or occurrences affected WESTON's performance on this Work Assignment.			
AWARD FEE AVAILABLE	AWARD RECOMMENDED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		RECOMMENDED SIZE: _____ 100% (0-100%)
\$6,466	Satisfactory = 0% Exceeds Expectations = 60-80% Outstanding = 80-100%		
STATE SPECIFIC REASONS FOR AWARD FEE RECOMMENDATION: (Additional pages may be attached if necessary)			
<p>The award fee recommendation is based on WESTON's overall performance during the work assignment and the project performance ratings in the Region V Evaluation Summary (RES). During periods when this Work Assignment was active the ratings received were Exceeds Expectations or higher.</p> <p>During Performance Period No. 2 (1 April 1998 - 30 September 1998), WESTON prepared a work plan and oversaw tank removal activities at the site. WESTON also provided review of technical documents which questioned the appropriateness of the selected remedy. U.S. EPA indicated that WESTON's technical analysis of a highly complex hydrogeological document was of great help to the WAM in defending the Agency's position. The analysis withstood the scrutiny of the experts hired by the PRPs and did not require any rework. According to the U.S. EPA, the contractor provided excellent technical support for minimal LOE and on very short notice. The overall performance rating during Performance Period No. 2 was Exceeds Expectations.</p> <p>During performance Period No. 4 (1 April 1999 - 30 September 1999) WESTON provided field oversight of the remedial activities associated with the construction of a landfill cover. WESTON also provided technical assistance support tot the U.S. EPA during discussions of issues with the PRP's contractor. WESTON was instrumental in reducing the overall cost of the project by providing oversight of only critical activities and by using WESTON personnel from the Okemos, Michigan Office. WESTON's actions during the oversight activities enabled the Agency to meet its preliminary close out report (PCOR) schedule. The overall performance rating during this performance period was Outstanding.</p>			
CONTRACTOR-SITE MANAGER  Signature & Date 4/28/00		CONTRACTOR-PROGRAM MANAGER  Signature & Date 4/28/00	

EPA WORK ASSIGNMENT COMPLETION REPORT (WACR)

PART III: PERFORMANCE CRITERIA RATING WORKSHEET

CONTRACT NO. 68-W7-0026	WORK ASSIGNMENT NO. 003-RXBF-05AN	EPA REGION V
PROJECT PLANNING · ORGANIZING (E.G., WORK PLAN DEVELOPMENT, DATA REVIEW) · SCHEDULING · BUDGETING	_____ X _____ 4 _____ 3 _____ 2 _____ 1	Throughout the work assignment, WESTON was proactive in project planning and continually communicated with the U.S. EPA regarding various issues. The Work Plan clearly defined the Scope of Work and the assumptions for cost estimates. Excellent project management resulted in completing tasks under budget and on schedule.
TECHNICAL COMPETENCE & INNOVATION · EFFECTIVENESS OF ANALYSES · MEET PLAN GOALS · SUPPORT COE, STATE, ENFORC. · ADHERE TO REGS. & PROCEDURES · APPROACH CREATIVITY/INGENUITY · EXPERT TESTIMONY	_____ X _____ 4 _____ 3 _____ 2 _____ 1	WESTON's execution of the work was consistently of high quality. Comments provided by WESTON after technical analysis of a highly complex hydrogeological document that questioned the appropriateness of the remedy, withstood the scrutiny of outside experts and helped the WAM in defending the Agency's position. The comments were submitted on short notice and did not require any rework. The analysis assisted the Agency in recovering costs from the PRP.
SCHEDULE & COST CONTROL · BUDGET (HOURS & COST) MAINT. · PRIORITY/SCHEDULE ADJUSTMENTS · COST MINIMIZATION	_____ X _____ 4 _____ 3 _____ 2 _____ 1	WESTON's Site Manager communicated often with the WAM regarding the schedule and was very responsive to the need for an accelerated schedule on certain tasks. In order to meet the WAM's schedule, technical analysis of a highly complex hydrogeological document was provided within a few days. On many occasions, WESTON scheduled personnel on very short notice. All deliverables were submitted on time and costs were minimized throughout this work assignment. WESTON's cost saving efforts resulted in a savings of approximately \$30,000.
REPORTING · TIMELINESS OF DELIVERABLES · CLARITY · THOROUGHNESS	_____ X _____ 4 _____ 3 _____ 2 _____ 1	WESTON's monthly reports always summarized key activities, identified potential problems as they arose, and provided recommendations to the U.S. EPA. WESTON's reports and technical memoranda were thorough, clear, concise, identified key findings, and provided useful recommendations. Most of the technical documents resulted in only minimal comments from the U.S. EPA.
RESOURCE UTILIZATION · STAFFING · SUBCONTRACTING · EQUIPMENT, TRAVEL, ETC.	_____ X _____ 4 _____ 3 _____ 2 _____ 1	WESTON utilized the technical staff for efficiency, continuity, technical competence, and cost effectiveness. WESTON utilized personnel from their Okemos, Michigan office to provide cost savings. The key technical personnel were involved throughout the project.
EFFORT · RESPONSIVENESS · MOBILIZATION · DAY-TO-DAY · SPECIAL SITUATIONS (E.G., ADVERSE/ DANGEROUS CONDITIONS)	_____ X _____ 4 _____ 3 _____ 2 _____ 1	Throughout this work assignment, WESTON was very responsive to the U.S. EPA's requests for support. WESTON regularly communicated with the U.S. EPA to ensure that resources would be available to meet deadlines and accelerated schedules. WESTON always discussed key technical issues with U.S. EPA before incorporating them in the documents.